



CITY OF HOUSTON

Job Posting

	PC	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from:			
2	All PERSONS INTERESTED			
3	Multiple Positions PART- TIME ONLY			
4	29 Hours per Week			
5	LIBRARY SERVICE SPECIALIST			
6	PN# 106742			
7	Library Department			
8	South District			
	Multiple Branches			
	Rotating Schedule*			
	*Subject to change			
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS			
	Provides reference service and information on library activities, policies and services to customers by telephone, mail, e-mail, and in person. Assists customers in use of electronic catalog, reference materials, indexes, and the Internet. Assists in collection development/maintenance and maintenance of vertical files and ready reference files. Assists with outreach and promotion of library programs. Performs other duties like Interlibrary Loans, providing library tours, assisting with displays, etc., as needed. Does require evening and Saturday work. May require Sunday work.			
10	WORKING CONDITIONS			
	Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.			
11	MINIMUM EDUCATIONAL REQUIREMENTS			
	Bachelor's degree in Library Science or a closely related field.			
12	MINIMUM EXPERIENCE REQUIREMENTS			
	None.			
13	MINIMUM LICENSE REQUIREMENTS			
	Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).			
14	PREFERENCES			
	Customer/public service experience preferred. Current with Microsoft Windows, Word, Excel, and Access preferred. Second language of Spanish, Vietnamese or Chinese encouraged.			
15	SELECTION/SKILLS TESTS REQUIRED			
	None			
	However, the Department may administer a skill assessment evaluation.			
16	SAFETY IMPACT POSITION			
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.			
17	SALARY INFORMATION			
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:			
	Salary Range - Pay Grade 13			
	\$965 - 1246 Biweekly \$25,090 – 32,396 Annually			
18	OPENING DATE			
	September 7, 2005			
19	CLOSING DATE			
	September 27, 2005			
20	APPLICATION PROCEDURES			
	Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.			
	An equal opportunity employer			